



# Access 2010 Introduction

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This course covers the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records; and set field properties. Students will then learn to create queries, forms, and reports.

## **Introduction**

- Getting Started
- What is Access? starting Access, the Access application window
- Working with Access menus, basic Access terminology
- Examining Access objects
- Resetting the database folder, displaying help information
- Exiting from Access

## **Setting up a new database**

- Designing and creating a new database, creating a new table
- Entering records in datasheet view
- Printing the datasheet of a table
- Navigating through records in datasheet view
- Closing a table/closing a database

## **Creating a form/modifying and manipulating data**

- Reopening a database/reopening a table
- Creating a form
- Navigating through records in form view/closing a form

## **Reopening a form**

- Switching between form view and datasheet view
- Entering records in form view
- Editing records in datasheet view and in form view
- Using the find feature
- Deleting records in datasheet view and in form view
- Modifying the datasheet view of a table
- Sorting the records in a table

## **Displaying selected data**

- Filtering the records in a table
- Creating a simple query
- Creating a query in design view
- Modifying a query
- Including a numeric condition in a query
- Including a calculated field in a query

## **Creating a report**

- Creating a simple tabular report
- Creating a grouped tabular report, modifying a report
- Additional Access features
- Using the spelling checker
- Copying, renaming and deleting database objects
- Importing spreadsheet data into an Access table